

Standard Operating Procedures -Junior Officer Promotions 1LT and CW2

1. REFERENCES:

- a. AR 600-8-29, Officer Promotions, dated 30 November 1994
- b. Information Paper, Updated Procedures Execute Promotions to 1LT and CW2, dated 11 February 2004

2. PURPOSE: To outline the **basic standard** operating procedures to execute promotions to 1LT and CW2. Personnel Service Detachments (PSD) have the responsibility of referring to the regulation for rules and steps at each operating task outside of this SOP. This SOP is **not** all-inclusive.

3. RESPONSIBILITIES: Promotions to 1LT and CW2 have been delegated to the Battalion Commander level. It is the responsibility of the unit Battalion Commander or his/her designated command representative to ensure all officers in the grade of 2LT/WO1 assigned to their command are promoted in a timely manner. All disapproval input must be submitted not later than the **20th** of each month. All promotions of eligible officers will occur by default unless disapproved by the promotion authority prior to the 20th of the month. The PSB will monitor and assist units with questions regarding all promotions to 1LT and CW2.

4. BATTALION COMMANDERS/COMMAND REPRESENTATIVES: The Battalion Commander or his/her command representative should identify those 2LTs and WO1s assigned to their command eligible for promotion to 1LT/CW2. IAW Table 3-1, AR 600-8-29, determine the PED.

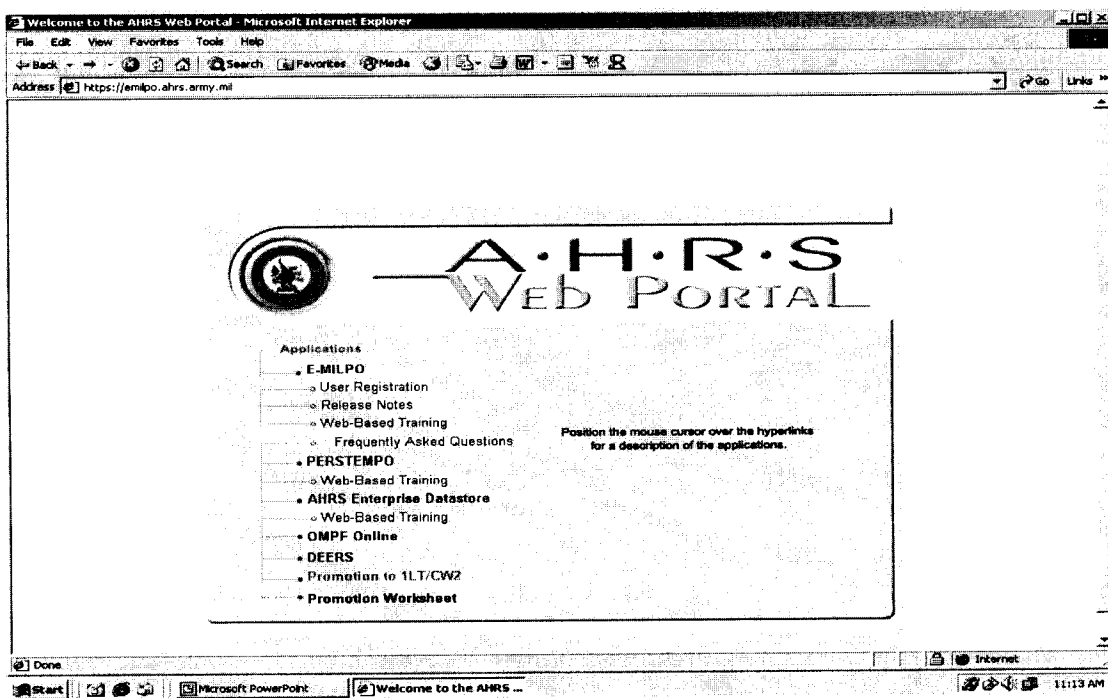
Table 3-1 Rules for 2LT DOR and Eligibility for Promotion to 1LT						
R U L E	Type Graduate	Original Date of Appointment	Date Entered on Active Duty	2LT DOR	Eligibility Date for Promotion to 1LT	Example (2000 USMA Grad Date=00 05 27) (2001 USMA Grad Date=00 06 02)
1	ROTC	May or June	May or June of year appointed	USMA main graduation date	18 months from USMA main graduation date	Appt.= 1 May - 30 Jun 00 2LT DOR = 00 05 27 Eligibility date for 1LT = 01 11 27
2	ROTC	May or June	In a month other than May or June of year appointed	USMA main graduation for year of appointment	(1) The earlier date between 18 months active Federal commissioned service, or (2) The day prior to the 1st anniversary of the 2LT DOR	(1) Appt.= 00 05 27 Entered active duty = 00 08 02 2LT DOR = 00 05 27 Eligibility date for 1 LT = 02 02 02 (2) Appt. = 00 05 27 Entered active duty = 01 08 02 2LT DOR = 00 05 27 Eligibility date for 1LT = 02 05 26
3	ROTC	In a month other than	At any time	Date of original	(1) The earlier date	(1) Appt.= 00 09 30 Entered

		May or June		appointment	between 18 months from entrance on active duty current tour, or (2)The day prior to the 2nd anniversary of the 2LT DOR	active duty = 00 09 30 2LT DOR = 00 09 30 Eligibility date for 1 LT = 02 03 30 (2) Appt. = 00 09 30 Entered active duty = 01 09 30 2LT DOR = 00 09 30 Eligibility date for 1LT = 02 09 29
4	OCS NGOCS Direct Commission	At any time	At any time	Date of original appointment	(1) The earlier date between 18 months active Federal commissioned service, or (2) The day prior to the 2nd anniversary of the 2LT DOR	(1) Appt. = 00 01 31 Entered active duty = 00 01 31 2LT DOR = 00 01 31 Eligibility date for 1 LT = 01 07 31 (2) Appt. = 00 01 31 Entered active duty = 01 01 31 2LT DOR = 00 01 31 Eligibility date for 1LT = 02 01 30
5	USMA	The USMA main graduation date	At any time	The main USMA graduation date	18 months from USMA main graduation date	(1) Appt. = 01 06 02 Entered Active duty = 01 06 02 2LT DOR = 0106 02 Eligibility date for 1LT = 02 12 02
6	USMA	Other than USMA main graduation date	At any time	Date of original appointment	18 months of active Federal commissioned service (late graduates)	(1) Appt. = 01 06 21 Entered Active duty = 01 06 21 2LT DOR = 0106 02 Eligibility date for 1LT = 02 12 21

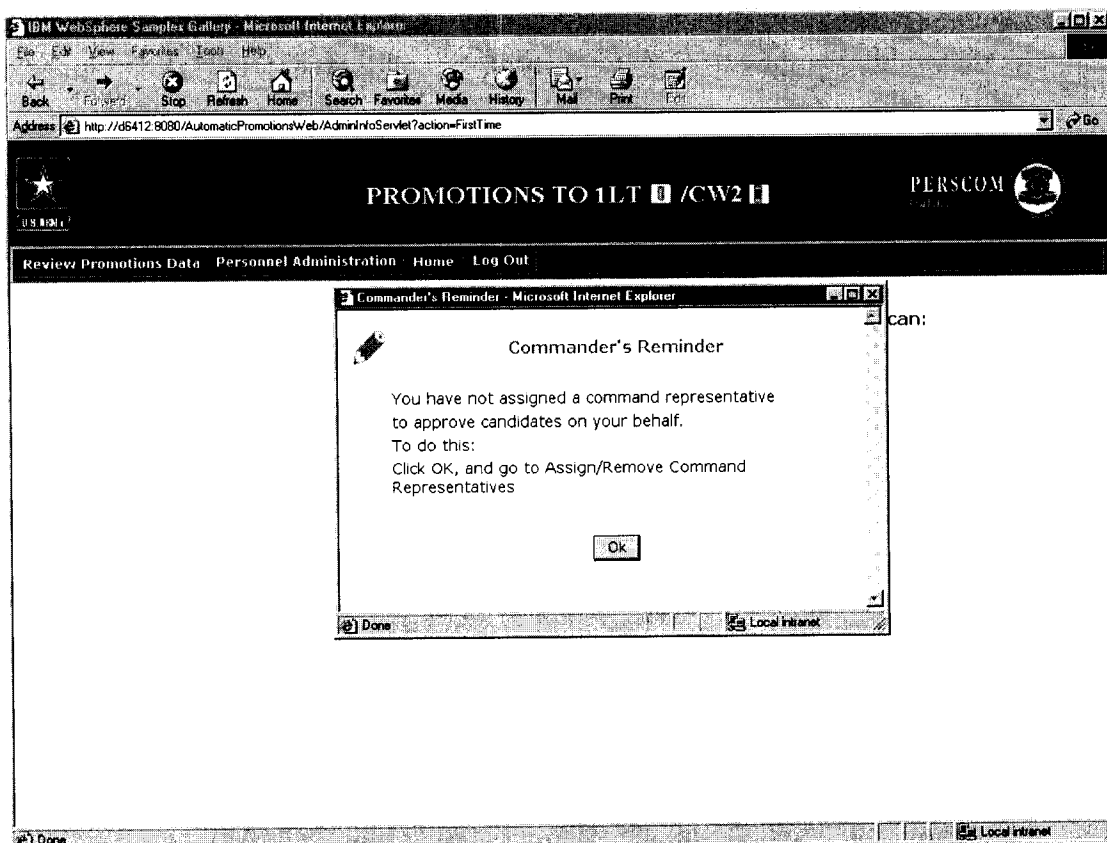
Once the PED has been verified the Battalion Commander or his/her command representative must access the Junior Officer Promotion Application via the AHRS Web Portal. Inside of the Junior Officer Promotion Application, the Battalion Commander or his/her commander representative must ensure all officers eligible appear. Unless flagged in the system or selected by the promotion authority for disapproval, entry will be Approved by default.

5. PSB: The PSB will pull promotion orders from TOPMIS II and verify all orders are present for those officers identified as eligible. The orders will be distributed to unit S1s.

To Gain Access to the AHRS Web Portal go to <https://emilpo.ahrs.army.mil>

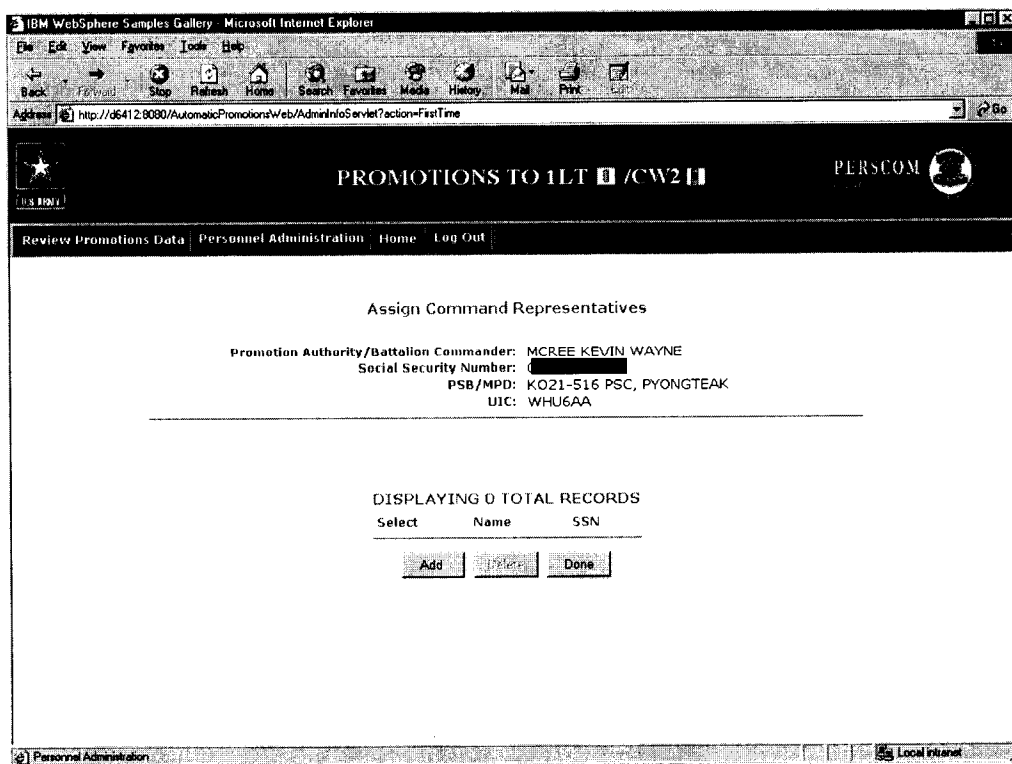
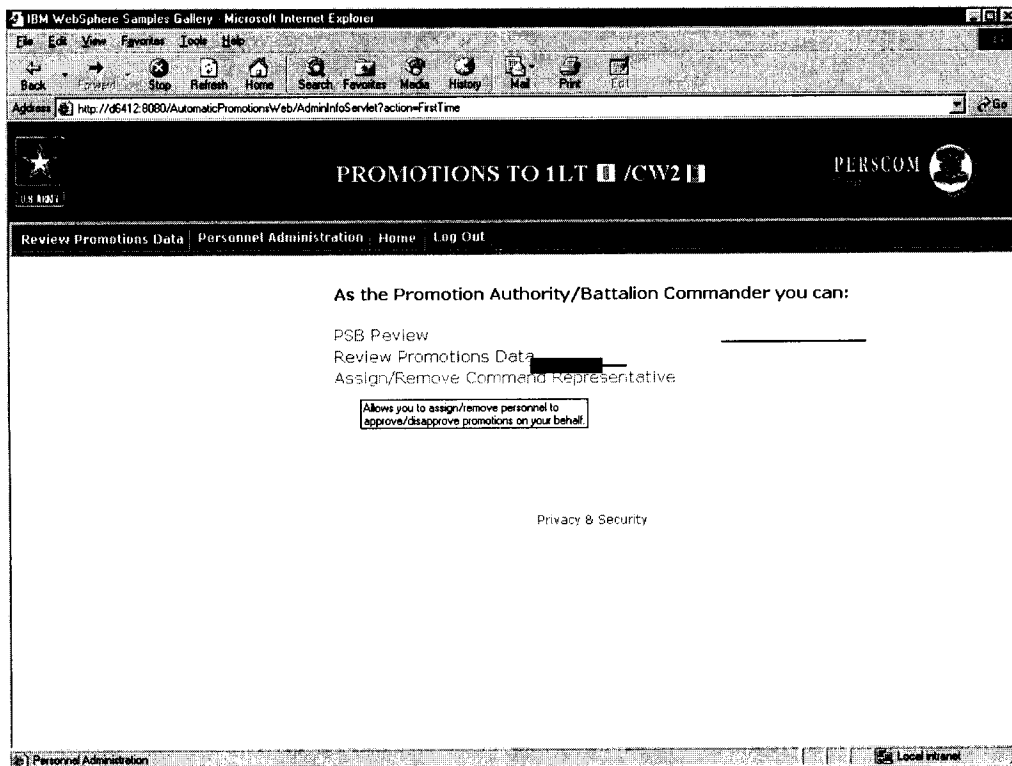


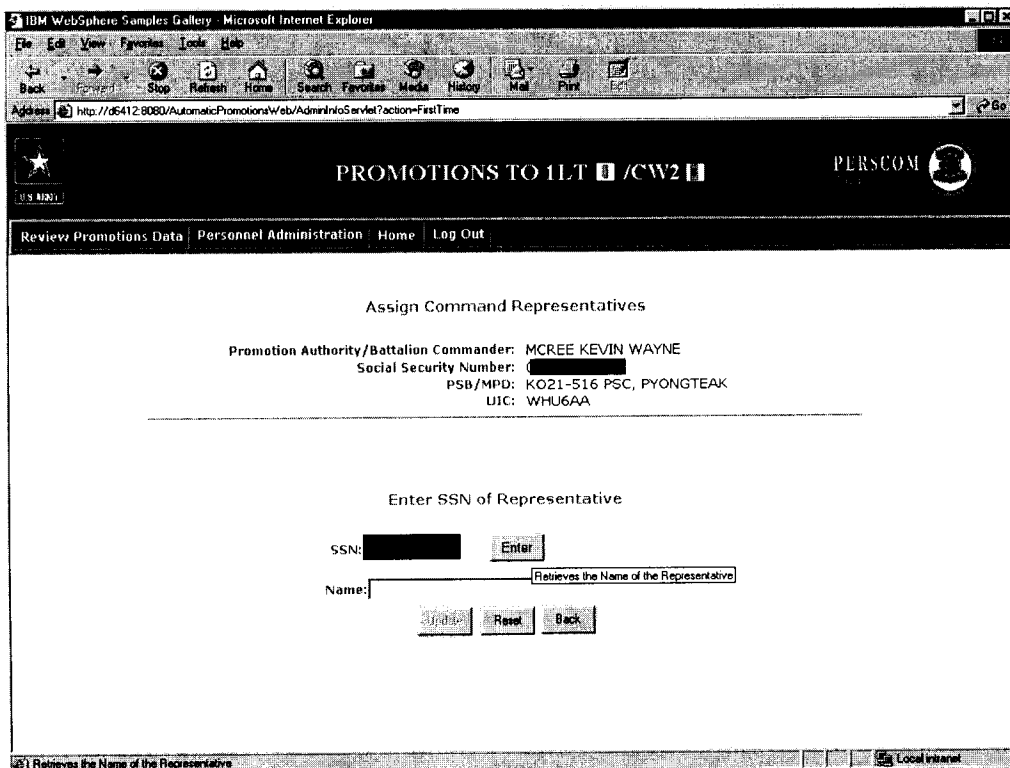
Under “Applications,” click on “Promotions to 1LT/CW2.” Enter your AKO User ID / password, and click “ok.” At this point, the “Commander’s Reminder” screen for promotions to 1LT/CW2 will appear.



Assigning Authorized Representatives

- a. Only battalion commanders or designated promotion authorities can assign authorized representatives. To assign these individuals, follow the guidance listed below:
- b. At the "Commander's Reminder" screen, click "ok."
- c. Click "Assign Command Representative." Type the SSN of the representative.





d. Click “Enter.” The name of the individual will appear.

e. Click “Update” to save. At this point, the promotion authority should see the name of the individual(s) designated as authorized representatives. Be advised that personnel who are designated as authorized representatives can act on behalf of the commander to disapprove promotions to 1LT/CW2 using the automated promotion application. Execution of the promotion is now fully automatic. This process can be repeated to assign additional representatives.

Note: The maximum number of authorized representatives Command Representative that the promotion authority may designate per UIC is three (3). Installations and overseas commands that are serviced by personnel who are local nationals must have an Army sponsor as an authorized representative. Battalion Commanders/promotion authorities can only authorize the following personnel as “authorized representatives” to act on their behalf:

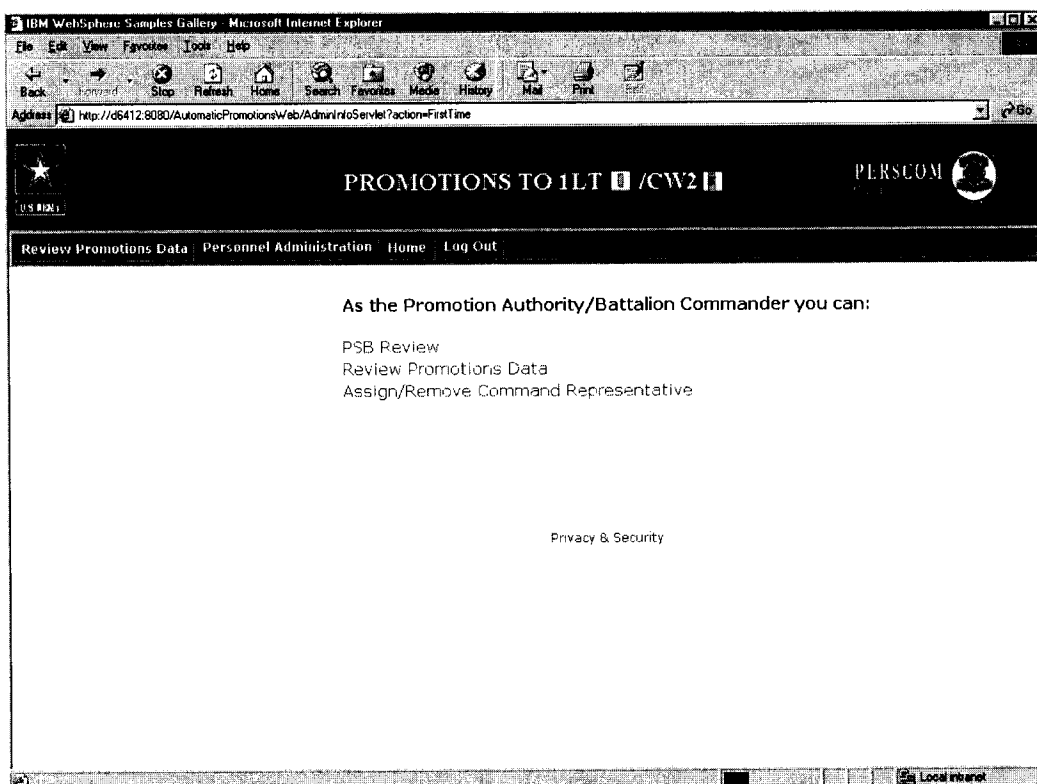
- (1) Active duty officers on the Active Duty List (ADL).
- (2) Active duty enlisted soldiers on the ADL.
- (3) Department of the Army Civilians.

f. If the SSN doesn’t match the data in the Total Army Personnel Data Base (TAPDB) or the Integrated Total Army Personnel Data Base (ITAPDB), an error message will

appear. In the event of an error message, double check the SSN and/or contact the system administrator at Officer Promotions, ATTN: AHRC-MSP-O.

To review, verify, or disapprove promotions to 1LT/CW2:

- (1) Log on to AHRS at <https://emilpo.ahrs.army.mil>.
- (2) At the “AKO Authentication Screen,” enter your AKO User ID/password, and click “ok.”
- (3) Under “Applications,” click on “Promotions to 1LT/CW2.” Re-enter your AKO User ID/password, and click “ok.” At this point, the screen menu for promotions to 1LT/CW2 for the “Battalion S1/Command Representative” will appear.
- (4) Click on “Review Promotions Data.”




- (5) Select a specified criteria, and click “Retrieve.”

Automatic Promotions - Microsoft Internet Explorer

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Address: https://isdred15.hoffman.army.mil/AutomaticPromotionsWeb/

 **PROMOTIONS TO 1LT /CW2**

U.S. ARMY

Review Promotions Data Home Log Out Version 1.2

Promotion Authority/Battalion Commander	SSN	PSB/MPD
LEVER THERESA SPARKS	225788950	K003-DET A 509TH PSB
Command Representative	SSN	
STOCKARD LETRICE	564393303	

To Retrieve Promotion Data, Select Any Criteria Listed Below:

Select Month or All: Year:

May 2004

☒ All Candidates
 ☐ Approved Promotions
 ☐ Disapproved Promotions

Retrieve

PSC	UIC:
IN01-FSC, FT MEADE	WAJMT0
JS01-JAG SCH, CHARLOTTESVL	WAJPB0
K002-509 PSC, TONGUECLOON	WAJPC0
K003-DET A 509TH PSB	WAJPT0

Review Promotions Data

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Select specified criteria and click “Retrieve.” All candidates for the specified month, year, and UIC will be displayed.

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U.S. ARMY

Review Promotions Data Home Log Out Version 1.2

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May 2004

☒ All Candidates ☐ Approved Promotions ☐ Disapproved Promotions

PSC UIC:

IN01-FSC, FT MEADE	WAJMT0
JS01-JAG SCH, CHARLOTTE SVL	WAJPB0
K003-509 PSC, TONGUE POINT	WAJPC0
K003-DET A 509TH PSB	WAJPT0

Review Promotions Data Internet

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The names of all eligible soldiers, within the specified UIC, should appear. All soldiers will be Approved for promotion by default, unless there is a flag in the system or selected by promotion authority for disapproval. After review and approval, click "Submit."

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Address: https://sdrad15.hoffman.army.mil/AutomaticPromotionsWeb/

 **PROMOTIONS TO 1LT /CW2**

U.S. ARMY

Review Promotions Data Home Log Out Version 1.2

Command Representative: STOCKARD LETRICE SSN: 564393303

To Retrieve Promotion Data, Select Any Criteria Listed Below:

Select Month or All: Year: PSC UIC:

All 2004

FS34-517 PSB, FT BLISS, TX
IN01-FSC, FT MEADE
JS01-JAG SCH, CHARLOTTESVL
K002-509 PSC TONGUECREEK

WAWLA0
WAWLD0
WBA0AA
WBAAB0

☒ All Candidates ☐ Approved Promotions ☐ Disapproved Promotions

Current Listing: All Candidates for Month All Year 2004 UIC's WBAAB0

Page Number 1 Pages Available: 1

Flagged	Name	SSN	Promotion Effective Date	MPCAD	UIC	Promotion Approval	Disapprove	Remarks
	CARLETON JUAN FERNANDO	472027610	06/20/2004	0	WBAAB0	Approved	<input type="checkbox"/>	
	WALDRON CHARLES P	486825015	05/31/2004	0	WBAAB0	Disapproved	<input type="checkbox"/>	

Displaying 1 - 2 of 2 total records found

Page Number 1

Retrieve Submit

Pages Available: 1

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In order to disapprove a soldier for promotion, check the “Disapprove” block and select “Remarks.” Click “Submit.”

Automatic Promotions - Microsoft Internet Explorer

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Address: https://lsrad15.hoffman.army.mil/AutomaticPromotionsWeb/

PROMOTIONS TO 1LT /CW2

U.S. ARMY

Review Promotions Data Home Log Out Version 1.2

Command Representative: STOCKARD LETRICE SSN: 564393303

To Retrieve Promotion Data, Select Any Criteria Listed Below:

Select Month or All: Year: PSC: UIC:

All 2004

FS34-517 PSB, FT BLISS, TX
IN01-FSC, FT MEADE
JS01-JAG SCH, CHARLOTTESVL
K002-509 PSC TONGUE POINT

WAWLA0
WAWLD0
WBA0AA
WBAAB0

☐ All Candidates ☐ Approved Promotions ☐ Disapproved Promotions

Current Listing: All Candidates for Month All Year 2004 UIC's WBAAB0

Page Number 1 Pages Available: 1

Flagged	Name	SSN	Promotion Effective Date	MPCAD	UIC	Promotion Approval	Disapprove	Remarks
Displaying 1 - 2 of 2 total records found								
	CARLETON JUAN FERNANDO	472027610	06/20/2004	0	WBAAB0	Approved	<input type="checkbox"/>	
	WALDRON CHARLES P	486825015	05/31/2004	0	WBAAB0	Disapproved	<input type="checkbox"/>	

Page Number 1 Pages Available: 1

Retrieve Submit

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Select a "Disapproval Reason Code" from the pull down menu and type in required remarks. Click "Save" and the application will return to the eligible candidate listing.

a. Battalion Commanders/Promotion Authorities must prepare a DA Form 78 not later than the promotion effective date if an officer is disapproved for promotion. In accordance with DODD 1320.10, a 2LT not recommended for promotion will be retained for evaluation six months after PED, unless their retention is inconsistent with good order and discipline as determined by approval authority and/or promotion review authority. If after the six-month retention period the officer is still not qualified for promotion to 1LT, then the officer is released from active duty in accordance with AR 600-8-24, not later than 90 days after notification of pending separation.

b. During the period of retention, the DA Form 78-R will be held in a suspended action status at the unit level while the officer's duty performance is evaluated and the recommending and approval authorities find the officer is or is not qualified for promotion. The PSB/MPD/AG will monitor all suspended actions to ensure compliance with these procedures.

c. If the officer is found qualified for promotion during any part of the retention period, the PED will be the date the decision is made by the approval authority to promote the

officer. In the remarks section of the “Candidate Disapproval Justification” screen, the following information will be annotated:

“Officer in retained status from (date) to (date).” These dates must reflect the period in which the officer was in the retention status, not to exceed six months.

d. If the officer is found not qualified for promotion after the retention period, the approval authority will recommend disapproval of the promotion and forward the action to the Promotion Review Authority (PRA) for final decision.

e. The PRA may take the following actions: (1) Further extend the period of retention if desired, but the officer must be separated no longer than 18 months after the officer’s original PED in cases when promotion is denied; (2) promote the officer (either on the original PED, or the date the PRA decides to promote); or (3) deny the promotion and direct that the officer be separated in accordance with AR 600-8-24, paragraph 5-11. The PRA decision is final.

f. To ensure the monitoring of 2LTs/WOs in a suspended promotion status, the PSD will identify and track the officers disapproved for promotion. Monthly, not earlier than the 21st of the month nor later than the 28th of the month, the PSD will print the PSB Review report of Disapproved officers for the following promotion month. The PSD will contact the promotion authority for a copy of the DA Form 78-R and place the report and DA Form 78-R into a suspense file (suspense date to be determined by the dates input into the Remarks section of the Candidate Disapproval Justification screen) and monitor action through completion.”